


<p>Members: Nancy Dunnam, Chair David McKamie, Vice Chair Diane Borreson Dara Fuller Adrian Garcia Keitha Ivey Debbie Largent Kim O'Leary Pablo Martinez David Marx Brenda Padalecki Linda Roska Nancy Smith Judi Sparks Janet Spurgin Peggy Sullivan Dennis Telas Yolanda Walker</p>	<h1 style="margin: 0;">Texas Education Agency Information Task Force (ITF)</h1> <h2 style="margin: 0;">Meeting Minutes March 7, 2017</h2> <div style="text-align: right; margin-top: 20px;">  <p>10:00 AM to 2:00 PM William B Travis Bldg. 1701 N. Congress Ave. Austin, Texas 78701 GoToMeeting Hosted from room PDC9</p> </div>	
<p>Members Attending via GoToMeeting:</p>	<p><i>Nancy Dunnam, David McKamie, Dianne Borreson, Yolanda Walker, Dara Fuller, Adrian Garcia, Dennis Telas, Keitha Ivey, Debbie Largent, Brenda Padalecki, Nancy Smith, and Peggy Sullivan</i></p>	
<p>Members Attending:</p>	<p><i>David Marx and Linda Roska</i></p>	
<p>Alternates Attending via GoToMeeting:</p>	<p><i>Nancy Cintron for Pablo Martinez, Sr., Jennifer Carver for Judi Sparks, Lois King w/ Nancy Smith, Scott Lewis for Janet Spurgin</i></p>	
<p>Others Attending:</p>	<p><i>Terri Hanson (TEA ITS BMD), Leanne Simons (TEA ITS BMD), Bryce Templeton (TEA ITS BMD), Scott Johnson (TEA ITS BMD), Candice DeSantis (TEA ITS BMD), John Reese (TEA ITS BMD), Melissa Lemons (TEA ITS BMD), Jeanine Helms (TEA ITS BMD), Glenn Shelton (TEA ITS BMD), Nina Taylor (TEA Research and Analysis)</i></p>	
<p>Call the Meeting to Order: Nancy Dunnam, ITF Chair</p> <p>Nancy Dunnam called the meeting to order at 10:00 AM on March 7, 2017.</p>		
<p>Approval of the January 10, 2017 ITF Meeting Minutes</p> <p>Nancy Dunnam introduced the meeting minutes from the January 10, 2017 ITF meeting and asked the committee members for any comments or corrections. No changes were requested for the meeting minutes.</p> <p>Dara Fuller made a motion to accept the January 10, 2017 ITF Meeting Minutes as presented. Brenda Padalecki seconded the motion.</p> <p>The motion passed unanimously.</p>		<p>Action Item</p>

Migration of PET Functionality to TSDS Unique ID – 2017-2018 School Year	Action Item
<p>Because the EDIT+ system has been replaced with the recent statewide implementation of the Texas Student Data System for all school districts and charter schools, TEA is proposing to capture the Person Enrollment Tracking (PET) data through the TSDS Unique ID system.</p> <p>Glenn Shelton introduced the proposal to migrate PET into TSDS Unique ID. The purpose of this migration would be to do the following:</p> <ul style="list-style-type: none"> • Modernize the PEIMS data collection process to reduce technology risk and system downtime allowing for more system availability and ease of use. • Put real-time student performance data in the hands of educators to improve student achievement. • Become the one common data collection platform for Texas Education Agency (TEA) to reduce the data collection burden on LEAs and charter schools. <p>Glenn Shelton explained the proposed changes that would be implemented for the 2017-2018 school year.</p> <ul style="list-style-type: none"> • Entry/Exit Date • Enrollment Year (School Year) • Entry/Exit Type • Entry/Exit Verified Flag • Entry/Exit Code • Enrollment Status <p>Glenn Shelton went through the reports that would be developed for the PET data in TSDS Unique ID.</p> <ul style="list-style-type: none"> • UID0-000-001 – Presumed Duplicate Student Report for Enrollment • UID0-000-002 – (Parameter driven report) Potential Movers Showing Withdrawn, Potential Movers Not Showing Withdrawn, Potential Leavers Showing Withdrawn, Potential Leavers Not Showing Withdrawn • UID0-000-003 – (Parameter driven report) Fall Enrollment Status of Prior School Year Potential Leavers, Fall Enrollment Status of Prior School Year Potential Continuing Students • UID0-000-004 – Student Enrollment Roster Report • UID0-000-005 – Submission Summary Report – <i>this report may be incorporated into the UID0-000-004 Student Enrollment Roster report</i> • UID0-000-006 – Missing Submission Report <p>The floor was opened for discussion regarding the proposed migration of PET functionality to TSDS Unique ID. Peggy Sullivan began by asking if this process would consist of two separate batches. Glenn replied that the process has not changed but there is the addition of the enrollment data which would be included in the batch loads. Peggy then explained the process at her district (Dallas ISD). Currently she submits PET once a week and the UID file a few times a week. She continued to say that her PET load is district-wide but her UID load is only those students without a UID. Due to the amount of time it takes to complete this process she wanted to confirm that this would not make the process longer.</p> <p>Glenn responded that initially all students would be submitted but then only those students with changes would need to be submitted eliminating the weekly PET load. Peggy indicated that this would be a vendor change where two parameters would need to be set up (1. Students needing UID 2. Whole school district). Terri Hanson interjected that a district should send changing enrollment records instead of all students. Dennis Telas explained that districts do send in all students as there is a degree of the unknown and this ensures that all changes are caught. Terri Hanson stated that nothing with this</p>	

migration prevents a district from sending all records every time and that you can send UID information without enrollment data.

Nancy Dunnam inquired about the ramifications if a district has not submitted their files as they should. Glenn stated that the enrollment / withdrawal information could be added to the student extract record during the week and submitted, in essence, a PET submission. Terri Hanson included that this migration does not lift the requirement for districts to participate in this process. The monitoring may be different than PET but the requirement stands. Terri continued that updating the enrollment data will be done when a district submits their weekly enrollment data – this claims the student for that district. She continued by stating that the system will go off the dates.

Glenn Shelton asked for guidance as to whether two fields would be useful to this process.

- Entry / Exit Code – The committee unanimously agreed that this field was not necessary.
- Enrollment Status - The committee unanimously agreed that this field was not necessary.

Peggy Sullivan did have a question as to whether the language used could be changed. She was specifically referring to Entry and Exit as these are not terms districts typically use. Glenn Shelton stated that these terms are from eScholar but should be changeable to Enrollment / Withdrawal. Peggy then inquired about the meaning of “unverified” for the Entry/Exit Verified Flag element. Terri Hanson stated that the “unverified” is a default. Peggy requested that the “unverified” be left as blank as it implies that something needs to be done with the records. Terri responded that TEA would inquire with eScholar to see if this is possible. Brenda Padalecki asked if the “delete” removes the record altogether. Terri Hanson responded that a strike through occurs with a delete flag. Brenda then asked if, with this migration, a user could still use the e-mail functionality to email the person who submitted the file. Glenn replied that this may be possible based on research he had done. Peggy stated that this needs to be a requirement. TEA took the action item to research this requirement.

Peggy Sullivan inquired as to whether the UID screen could be updated to hide/remove some fields and add others, particularly the Person Type (remove), Grade Level (add), District Hyperlink (add), and Untitled column (remove). Glenn Shelton said that there is some capability to modify the screen so this is something TEA could look into.

Glenn Shelton asked the committee when the best time would be for districts to cutover to this new process. Most members indicated that January (after Fall resubmission closes) or February 2018 would be best. Glenn then asked how many years of data should be copied over to which it was decided current year and two (2) historical years. Peggy Sullivan inquired if Edit + would still be available as she currently checks there. Terri Hanson confirmed that Edit + is available for five (5) more years (this year included).

Nancy Dunnam requested that Glenn summarize what had been discussed:

- Migration of PET to TSDS UID with the Entry/Exit Date, Enrollment Year, Entry/Exit Type, Entry/Exit Verified Flag with the change from Entry/Exit to Enrollment/Withdrawal.
- On the Texas Unique ID Enrollment screen an All School Year parameter was requested.
- Look into the Submission Summary Report and what will be included.
- On the Duplicate Enrollment Report, provide a parameter to exclude Calendar and Verified event types from the report.
- Cutover should be after Fall resubmission; Late January or February
- Include current year data and two years of historical data
- Review email capability

Peggy Sullivan asked if it would be possible to see an updated display once it is available. Glenn Shelton said that this should not be an issue. Nancy Dunnam suggested

<p>that this could be done using email correspondence.</p> <p>Glenn then asked the committee if it would be possible to have some volunteers that would be willing to work with him and John Reese as they continue working through this process. Brenda Padalecki, Dara Fuller, Peggy Sullivan, Dennis Telas, Keitha Ivey, and Debbie Largent volunteered.</p> <p>Dennis Telas made a motion to approve the Migration of PET Functionality to TSDS Unique ID for 2017-2018. The motion consisted of the following components: Migrate the PET data collection to the Unique ID System; Bring over all existing data elements from the PET system plus:</p> <ul style="list-style-type: none"> • Entry/Exit Date; • Entry/Exit Type; • Enrollment Year; • Entry/Exit Verified Flag; <p>Develop Texas screens and add all school years; Convert the existing PET reports to work with the UID system; Add parameters to the Duplicate Enrollment Report; Rollout the migration in January/February 2018; Pre-load the current year plus two (2) prior years of enrollment history; and Research an email communication feature in the UID system. Dara Fuller seconded the motion.</p> <p>The motion passed unanimously.</p>	
<p>Other Business</p> <p>Dennis Telas inquired about whether a separate pre-kindergarten calendar track was required when there are PK students on a campus with regular education students. Dennis stated that there was confusion on this topic at the recent TASBO conference. David Marx stated that he would work with Yolanda Walker and Justin Jons on this issue.</p>	Discussion Item
<p>Upcoming ITF Meetings</p> <p>April 11, 2017</p>	Discussion Item